2014

CDL Skill Testing and Appointment System

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Department of Motor Vehicles

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Introduction

The Nebraska Department of Motor Vehicles is introducing changes to our CDL testing in order to be in compliance with changing Federal regulations of the CDL program. The changes we are implementing will allow the Department of Motor Vehicles to move toward compliance with the Federal CDL and Commercial Learner's Permit Final Rule. This course will introduce you to the initial changes to the system, effective as of April 5th, 2014. More changes will be required in July of 2015. At that time, training on the additional changes will be provided to you via web conference.

The changes to the program afforded us the opportunity to update and modernize the Third Party Tester website which has been in place since 2004. This updated website will provide you with the same functionality as the current Third Party Website with some additional features.

What Remains the Same
- Your username and password will remain the same
- You will still have 5 days to enter test scores
- Appointments must still be made 24 hours in advance
- You must still administer 6 tests per year in order to maintain certification as a Third Party Examiner

What's new?
- Applicants must have a Nebraska record and driver license number
- Results will be submitted electronically- no more paper waivers
- Only one appointment per applicant will be allowed on the system at a time
- More detailed vehicle information will be collected
- Score sheets will be printed at your location, not ordered
- Appointments must be made 2 hours apart except for training schools
- Vehicle Inspection forms and Basic Control Skills required will be randomized
- New link: https://www.nebraska.gov/apps-dmv-cdl-testing
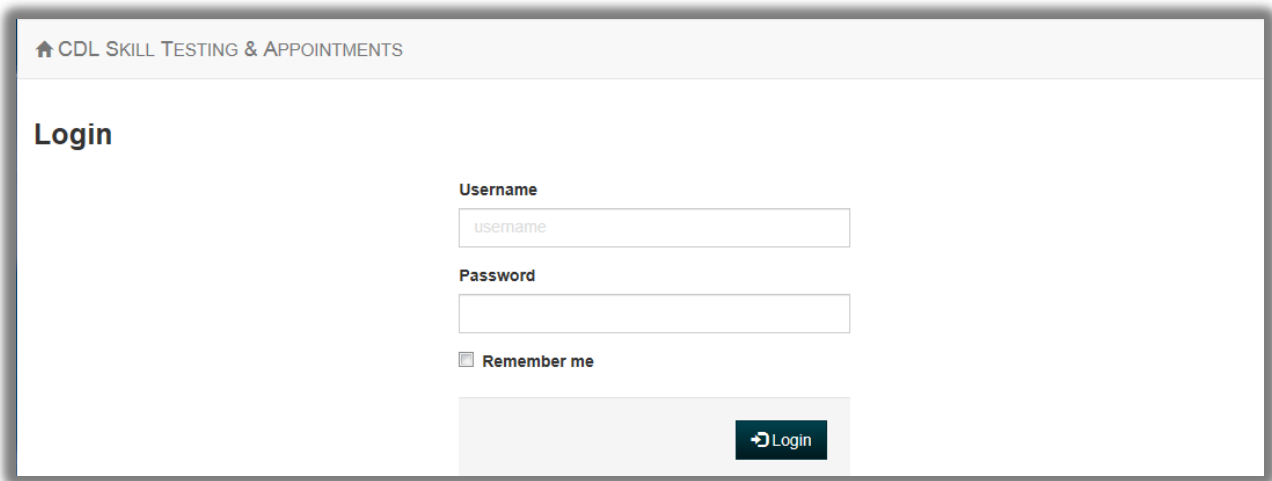
Important dates to remember
- Appointments made March 24th- April 4th for tests to be administered on or after April 11th need to be scheduled by the DMV scheduler. The scheduler can be reached at 402-471-7983.
- You may start scheduling appointments on the new system April 5th for appointments to be administered after April 11th
- Scores and appointments scheduled for before April 11th will be entered on the old system until April 10th
- No more paper waivers will be issued beginning April 11th

Getting Started

As of April 11th you will start scheduling all of your Third Party Tester appointments on the new Third Party website. Your username and password from the current Third Party website has been applied to the new system and will be active as of April 5th. Just as on the old system, your password will not expire and will not be reset unless you request a new password from the DMV.

Access the new Third Party website: https://www.nebraska.gov/apps-dmv-cdl-testing

Enter your username and password and click Login.

The new system will send out emails to the DMV district supervisor for the district your Tester is under whenever appointments are created, canceled or marked as no show just as the current system does. You will also receive reminders via the email address you have provided to the DMV when scores need to be entered. With the new system and the changes to come the DMV is planning to automate more correspondence and communicate with our Third Party Testers more through email as allowed. For these reasons it is important to always keep an active email address on file with the DMV.

Appointment Search

The appointment search screen serves as the home screen for the new Third Party website. From this screen you can:

- Search for existing appointments
- View or Edit existing appointments
- Download and print score sheets
- Enter test scores
- Create new appointments

The appointment search screen is broken down in to two sections: the Applicant Search section and the Create New Appointment section.

In the upper right corner of this screen you will find a Menu button. This button is displayed throughout the application and will allow you to return to the Appointment Search screen from anywhere in the application. The menu also contains the option to log out of the system. An electronic copy of this manual is also available in the menu.

The Appointment Search screen defaults to display any appointments scheduled for your Tester today, as well as any incomplete appointments the Tester may have on the system. Incomplete appointments include past appointments that are waiting to have results entered or other action to be taken, such as being marked as a no show or canceled. Incomplete appointments will show at the top of the list of appointments and will be highlighted in red.

⬆ First Name	⬆ Last Name	⬆ Appointment Type	⬆ Appointment Date/Time	⬆ Examiner	⬆ Actions
JIM	ONE	VI BC RT	03/11/2014 3:00 PM CDT	Mike Tester	👁 View ▤ Enter Test Results
ALLEN	TWO	VI BC	03/12/2014 11:00 AM CDT	Mike Tester	👁 View ▤ Enter Test Results

Applicant Search

The applicant search screen allows you to search for existing appointments for your tester on the Third Party website by first or last name and date or by date only. There are three methods to search for appointments by date:

- Today & Incomplete- shows all of today's appointments in time order, as well as past appointments needing action (default)
- In The Future- shows all future appointments including today's set to a time that has not passed yet
- Date Range- allows searching by a specified start date and end date

After you have entered your search criteria, click Find Appointments to complete the search and display the results. You can sort the search results by clicking on the icon in front of each of the applicant search results fields.

Applicant Search

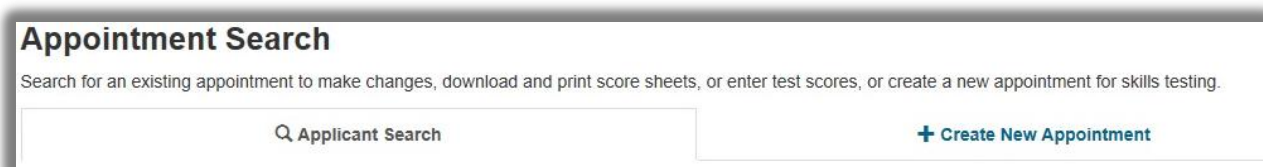| First Name	Last Name	Appointment Date
		Today & Incomplete ▼

🔍 Find Appointments

In the bottom right corner of the applicant search screen is a New Search button. This will clear any previous search results and any values entered in the search criteria fields. You will then be able to start a new search with new criteria.

Create New Appointment

Create New Appointment allows you to add new appointments to the Third Party website. Appointments must still be made 24 hours in advance, just as on the old system. However, there are some new rules that apply when creating appointments on the new system. On the new system:

- Applicants may only schedule one appointment at a time, DMV and Third Party combined
- If applicants require two different types of drive tests (i.e. two different vehicle types), two appointments will be needed
- The first appointment will need to be complete before a second appointment can be scheduled
- Appointments must be 2 hours apart for each examiner (except for training schools)
- Applicants must have a Nebraska driver license number

From the Appointment Search screen click Create New Appointment to enter a new appointment on the system.
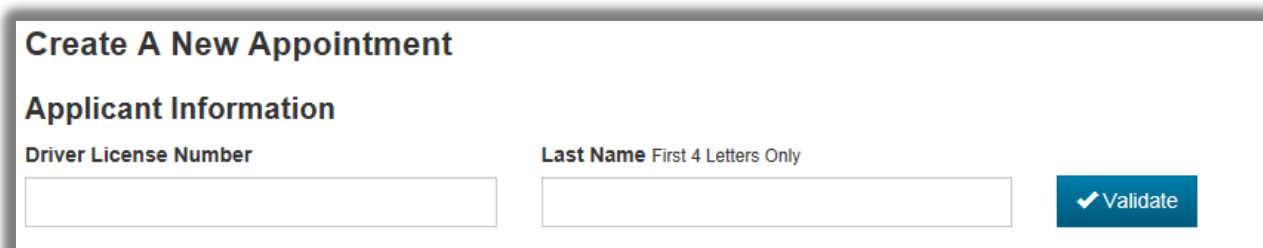
Appointment Search
Search for an existing appointment to make changes, download and print score sheets, or enter test scores, or create a new appointment for skills testing.

Q Applicant Search	+ Create New Appointment

On the Create New Appointment screen you will need to fill in the driver license number field and enter the first four letters of the applicant's last name. Once you have entered these fields click Validate.

Create A New Appointment
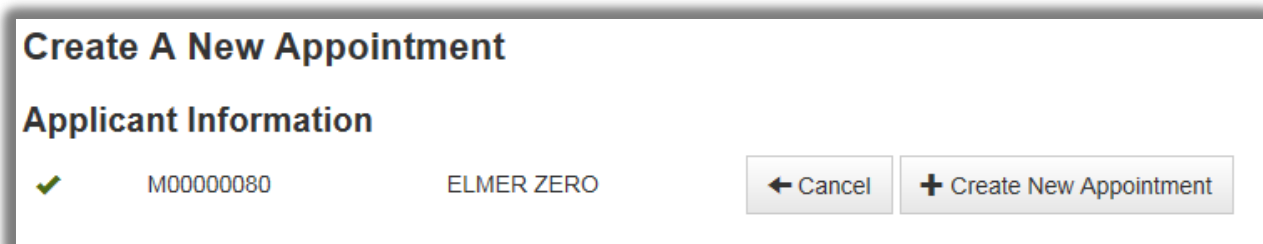
Applicant Information

Driver License Number   Last Name First 4 Letters Only

                                                                    ✔ Validate

The system will then confirm with the DMV database that the license number matches a record on the DMV system. If the data matches the DMV record the license number and full name of the applicant on the DMV record will be displayed. If the information is correct for the applicant click Create New Appointment to continue with the appointment process.

Create A New Appointment

Applicant Information

✔   M00000080   ELMER ZERO   ← Cancel   + Create New Appointment

If no record is found on the DMV system for the license number entered an error will appear. If you entered the number incorrectly you can change it in the Driver License Number box and click Validate again. If the number you entered is what was provided to you, the applicant will need to go to the DMV to establish a record with the Nebraska DMV or obtain the correct license number for their record and provide it to you before an appointment can be created.

Create A New Appointment

Applicant Information

🛇 **Error!** DRIVER LICENSE NUMBER NOT FOUND

Driver License Number   **Last Name** First 4 Letters Only

M00000000   Two   ✔Validate

Appointment Entry

The Create New Appointment screen will display the applicant's first and last name at the top of the page. This will be the name that is on the driver's record at the DMV and should match the name on their Nebraska issued document if they hold one. Directly below the applicant's name is a field for cell phone number. This is a required field.

Create New Appointment - ELMER ZERO

Cell Phone Number   **Alternate Phone Number**

Testing Information

You will enter the tests to be given and the appointment date and time in the Testing Information section of the Create New Appointment screen. Indicate which tests will be given by clicking on the box to check the sections of testing you intend to complete.

 Appointment date may be either typed in or selected from the calendar. To select the appointment date from the calendar click on the appointment date box, and click on the desired appointment date. Appointment time must be entered in HH:MM format. You will need to indicate AM or PM with the AM/PM drop box.

Finally you will need to indicate the examiner giving the test. This will default to the examiner that is logged in and entering this appointment. If you work for a Tester that has more than one examiner you may select a different examiner by clicking the drop down box. You will only be able to select examiners that work for your Tester.

Vehicle Information

The Vehicle Information section includes the vehicle class and type as well as the braking system. If you select a Class A vehicle class, a coupling system will also be required to be entered. To start, select the vehicle class. The vehicle type selections will depend on the class of vehicle you have selected:

- Class A- Tractor Trailer, Straight-Truck Trailer
- Class B & C- Straight Truck, Coach-Transit Bus, School Bus

You will have two options for braking systems: air brake or hydraulic brake. Select the braking system by clicking the drop down and clicking on the system you want to select.

If you have indicated that you will be testing a Class A vehicle you will be required to include a coupling system. The coupling system will default to the correct option based on the vehicle type you have selected:

- Tractor Trailer- Fifth Wheel
- Straight-Truck Trailer- Non-fifth Wheel

Testing Location

The final field on the Create New Appointment screen is the Testing Location field. This will default to whatever the DMV has entered on the system for your testing location. Please check this as we begin to use the system. If you see any errors please let the DMV know so that we can fix these as soon as possible.

Testing Location

Southeast Community College
8800 O St
Lincoln

Save Appointment

The final step in creating a new appointment is clicking on Save Appointment. At this point, if there are any errors in the appointment screen a message will appear at the top of the Create Appointment screen indicating the error. The errors will appear in a red box and any fields requiring correction will be highlighted in red in the Create Appointment screen.

Error!
- Cell Phone Number is required
- Vehicle Type is required

Create New Appointment - ELMER ZERO

Cell Phone Number   Alternate Phone Number

Make any necessary corrections and click Save Appointment again when you are done. You will receive a "Success! Appointment Created" message and be returned to the Appointment Search screen if everything is entered correctly.

✔ Success! Appointment Created
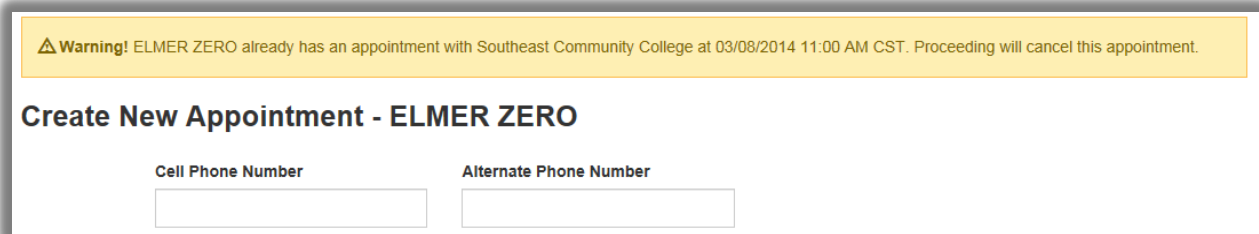
Appointment Search

Search for an existing appointment to make changes, download and print score sheets, or enter test scores, or create a new appointment for skills testing.

Q Applicant Search   + Create New Appointment

Single Appointment only allowed

Applicants may only schedule one appointment at a time on the new Third Party website. The system will cancel any appointment currently scheduled for the applicant if a new appointment is added. This applies to appointments scheduled both through the DMV and the Third Party website. If the applicant already has an appointment on the system an error message will appear when you click Create New Appointment indicating the place and time of the applicant's existing appointment.

If they wish to cancel the existing appointment you may continue and complete the Create New Appointment screen. If they wish to keep the original appointment you need to click Cancel Changes. If an appointment is cancelled it will be marked as cancelled on the system and will not be able to be used by the applicant. If the applicant already has an appointment and you complete the Create New Appointment screen a box will appear stating that the applicant already has an appointment. Click OK if you want to save the new appointment and cancel the previously scheduled appointment.
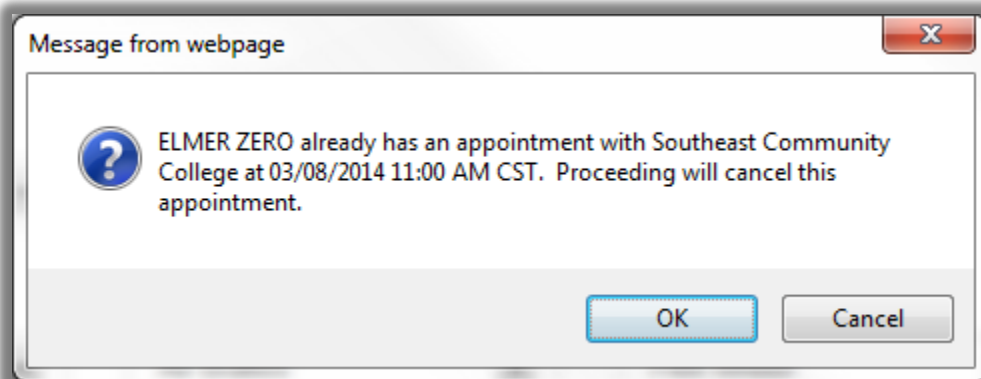
If the applicant is testing for a document that requires two drive tests (i.e. in different vehicle types), multiple appointments will be required to complete the necessary testing. The first appointment must be completed and scored on the system with scores submitted to the DMV before a second appointment can be scheduled. If the first appointment is not complete with scores submitted before the second appointment is scheduled the first appointment will be cancelled and the results will not be able to entered, and will therefore be invalid.

Actions

The actions that can be taken on scheduled appointments will be displayed in the far right column on the Applicant Search results. The actions available will be based on the date and time for which the appointment is scheduled. Not all actions will be available at all times. If you need to perform an action on an appointment that is not displayed you will have to contact the DMV for help.

First Name	Last Name	Appointment Type	Appointment Date/Time	Examiner	Actions
JIM	ONE	VI BC RT	03/11/2014 3:00 PM CDT	Mike Tester	👁 View
ALLEN	TWO	VI BC	03/12/2014 11:00 AM CDT	Mike Tester	👁 View Test Results
JANET	THREE	VI BC RT	03/12/2014 2:30 PM CDT	Mike Tester	👁 View ✎ Edit ☰ Score Sheet ☰ Enter Test Results

View

View allows you to view appointment details on any appointment for your Tester that does not have results entered. No appointment details, such as vehicle information or appointment information, can be changed in View. Available in View are No Show and Cancel Appointment buttons for your use when an appointment needs to be canceled or when the applicant is a no show. This will change the status of the appointment from active to no show or canceled, and the appointment will no longer show in your Appointment Search screen as being incomplete. Clicking the Back to Search button will return you to the Appointment Search screen.

JIM J ONE

Contact Information
Cell: (402) 456-7891

Testing Information
Status: Active
Testing Scheduled
☑ Vehicle Inspection
☑ Basic Control Skills Test
☑ Road Test

Appointment Date: 03/11/2014
Appointment Time: 3:00 PM CDT
Examiner: Mike Tester (789)

Vehicle Information
Vehicle Class: A
Vehicle Type: Tractor Trailer
Coupling System: Fifth Wheel
Braking System: Air Brakes

Testing Location
City of Omaha Skills Location
8750 Vernon Ave
Omaha

← Back to Search   ⚑ No-Show   ⊘ Cancel Appointment

Edit

Edit allows you to edit any appointment on the system for your Tester with a date not in the past and that does not have results entered. Just as in View, No Show and Cancel Appointment buttons are available for your use to indicate that the applicant was a no show or the appointment was canceled.

Edit will remain available for your use up to 30 minutes past the scheduled appointment time. You will be able to edit any vehicle information or tests to be given on a scheduled appointment up to 30 minutes past the appointment time to allow for any changes that need to be made to the appointment information prior to the tests being administered. If an appointment needs to be edited click Edit and change any necessary fields. As on the current system any changes to appointment date and time will fall under the 24 hour rule, the new appointment date and time must be 24 hours from the current date and time.

After making the necessary changes to any vehicle or testing information click Save Appointment on the bottom right of the screen to save the new information. The system will then check to make sure all changes fit the system criteria.

If any fields are in error a box will appear at the top of the screen showing which fields need to be changed. Fields that require changes will also be highlighted in red below on the screen. Make any necessary changes, and click Save Appointment again to save the new information. Once all editing has been done and all fields are correct you will receive a "Success! Appointment Saved" message at the top of the Appointment Search screen when the appointment is saved successfully.

✔ **Success!** Appointment Saved

If you marked an appointment as a No Show you will receive a message that the appointment was set to No Show status. The DMV supervisor of your Tester district will receive an email indicating this appointment was a No Show.

✔ **Success!** Appointment set as No Show

If you marked an appointment as a Cancel a box will appear confirming that you want to cancel the appointment. To cancel the appointment click OK.

Message from webpage

❓ Continuing will submit the cancel appointment request to the DMV and can not be undone. A new appointment will need to be created if canceled
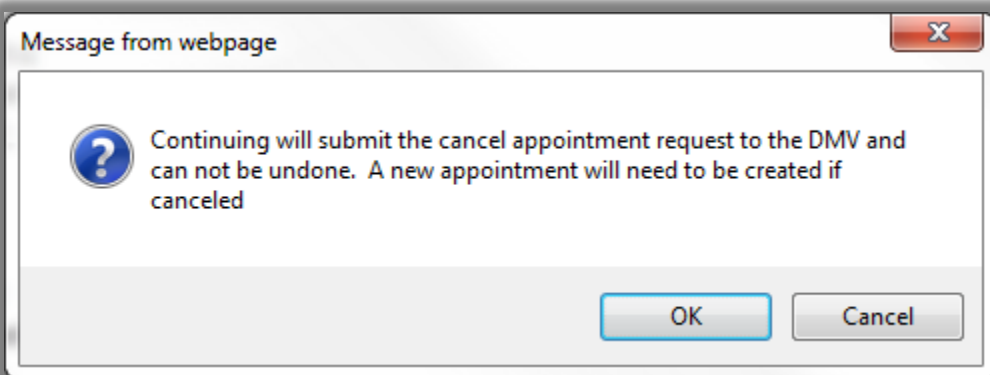
OK   Cancel

After you click OK you will receive a message that the appointment was canceled. The DMV supervisor of your Tester district will receive an email indicating this appointment was canceled.

✔ **Success!** Appointment Canceled

Score Sheet

 Score Sheet will be available 35 minutes before the scheduled appointment time and will continue to be available until 30 minutes past the scheduled appointment time. The score sheets produced by this function will be based on the vehicle information and testing information contained in the appointment. On the new system the Vehicle Inspection and Basic Control Skills versions will be randomized. **It is important to verify before printing the score sheets that all appointment information is correct, especially the vehicle information.** Take the time to look at the appointment carefully in either View or Edit before printing the score sheets for an appointment.

Click on the Score Sheet button in the actions column to pull up the score sheet for the tests to be administered. The score sheet will be created in a PDF. You will then print the score sheets from the PDF file. The printing process and PDF creation process will depend on the PDF viewer on your computer. Please familiarize yourself with using this software as it will be required for this process.

The Vehicle Inspection and Basic Control Skills sheet will be the first page of the PDF. This page will be included even if you 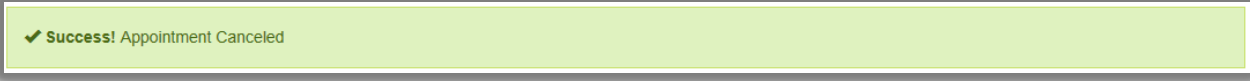indicated in the appointment that you are not administering the Vehicle Inspection or Basic Control Skills. You will need this page to indicate the vehicle information which is contained at the top of the page.

On all vehicles you will collect:

- Tractor/Truck GVWR
- Tractor/Truck Plate #
- Transmission Manual/Automatic
- Type of Vehicle
- Air Brake (Y or N)
- Drive Unit Axles

On Class A vehicles you will also need to collect:

- Tractor/Truck GCWR (if listed, otherwise indicate N/A)
- Trailer GVWR
- Trailer Plate #
- Coupling System: Fifth Wheel Y/N
- Trailer Axles

This information will need to be recorded at the top of the score sheet. The area to record this information is show below.   Your examiner name and badge # will print on this form automatically.

PLEASE RETURN THIS FORM TO EXAMINER FOR NEXT TEST
NEBRASKA DEPARTMENT OF MOTOR VEHICLES
COMMERCIAL SKILLS TEST SCORE SHEET / REFUSAL

Name: DOB:
Tractor/Truck GCWR _____   Type of vehicle -(circle one)
Tractor/Truck GVWR _____   Drive Unit Axles 1 2 3   TT   ST   ST-T
Trailer GVWR _____   Trailer Axles 1 2   SB   CB   TB
Tractor/Truck Plate # _____   Air Brakes: Y   N
Trailer Plate # _____   Examiner Name & Badge # _____
Coupling System: Fifth-Wheel Y/N
Transmission Manual/Automatic   CLASS B/C (no passenger) FORM B

Vehicle Inspection Test Score Sheet

If you are administering the Vehicle Inspection test, the form required to be administered will be listed at the top right of the Vehicle Inspection Test box. The form required is randomized by the system and cannot be changed. If you intended to give the Vehicle Inspection Test and the form to be administered does not appear at the top right of the score sheet, go back to the Appointment Search screen and edit the appointment to include the Vehicle Inspection test. If you are not going to be performing the Vehicle Inspection test this section of the score sheet will be blank.

Coupling System: Fifth-Wheel Y/N   CLASS B/C (no passenger) FORM B
Transmission Manual/Automatic
VEHICLE INSPECTION TEST
Engine Start (all vehicles)

safety belt	☐	oil pressure gauge	☐	horn(s)	☐	parking brake	☐
emergency equipment (F-E-T)	☐	ammeter or voltmeter gauge	☐	heater & defroster	☐	service brake / ABS	☐
safe start	☐	* air gauge	☐	windshield & mirrors	☐	* air brake check (1-2-3) or	
temperature gauge	☐	lighting indicators (L-R-4-H)	☐	wipers & washers	☐	hydraulic brake check	☐

Basic Control Skills Test Score Sheet

If you indicated on the appointment that you would be administering the Basic Control Skills, the required tests will be indicated in the Basic Control Skills Test area at the bottom of the Vehicle Inspection Test score sheet. The Basic Control Skills tests to be administered are randomized by the system and cannot be changed.

Tests required will show the headings of the tests to be given in bold. The test not required will have no heading. If no headings show on the Basic Control Skills Test section of the score sheet and you intended to give the Basic Control Skills tests go back to the Appointment Search screen and edit the appointment to include the Basic Control Skills test. If you are not going to be performing the Basic Control Skills test, no headings will appear in this section of the score sheet.

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BASIC CONTROL SKILLS TEST

Straight Line Backing							Total	Offset back - Left							Total	BCS SCORE
Pull-ups	0	1	2	3	4	5	6		Pull-ups	0	0	1	2	3	4	5		
Encroachments	2	4	6	8	10	12	14		Encroachments	2	4	6	8	10	12	14		
Looks	0								Looks	0	0							
Final Position	0	10							Final Position	0	10							

Parallel Park - Sight-side							Total									Total	total # of errors for all exercises)
Pull-ups	0	0	1	2	3	4	5		Pull-ups	0	0	1	2	3	4	5		Passing score: 12 points or less for all vehicles
Encroachments	2	4	6	8	10	12	14		Encroachments	2	4	6	8	10	12	14		
Looks	0	0							Looks	0	0							
Final Position	0	10							Final Position	0	10							TSDS 01/14

Road Test Score Sheet

If you indicated on the appointment that you will be administering the Road Test, the PDF will include a Road Test Score Sheet as the second page. If the appointment did not indicate that a Road Test was to be performed this page will not be included in the PDF. If you intended to give the Road Test and the Road Test score sheet does come up in the PDF go back to the Appointment Search screen and edit the appointment to include the Road Test. If you do not intend to perform the Road Test this score sheet will not appear. A sample of the road test score sheet can be found in Appendix B.

Driver Information Sheet

The final page of the Score Sheet PDF is the Driver Information sheet. The Driver Information sheet includes the disclaimer that used to appear at the bottom of the paper waiver. Just as on the paper waiver it is important to review this information with the driver. The driver is required to sign this disclaimer sheet and you are required to keep signed sheet on file along with the completed score sheets. A sample of the Driver Information sheet can be found in the Appendix B.

Enter Test Results

Enter Test Results will appear in the action column for any appointment that doesn't have results entered and is past the appointment time, but not more than five days past the appointment date. If you have any appointments that are more than five days past the appointment date and don't have results entered you will have to call the DMV so that they can enter the results for you. Reminder emails will still be sent when an appointment that needs results entered is more than five days past the appointment date. Those appointments needing results entered will also be displayed in red on the Appointment Search screen as a reminder until an action is taken on them. Applicants will be unable to have their CDL issued by the DMV until the test results are entered on the system.

The appointment information and applicant's name will appear at the top of the Enter Test Results screen. None of the appointment fields can be edited from this screen. Please review this information for accuracy before entering any results.

Vehicle Information

When entering results on the new system you will have to include vehicle information. Vehicle information will be collected at the top of the score sheet printed from the system. This vehicle information must correspond with the information entered on the appointment. If the appointment and results vehicle information do not match the results will not be accepted by the system. Please verify that the correct vehicle information is on the appointment before entering any results by looking at the appointment in View. If any information on the appointment needs to be changed at this point you will need to call the DMV before entering any results so any necessary edits can be made.

Vehicle information required to be entered on all test results includes:

- Vehicle Class
- Vehicle Type
- Braking System
- Transmission
- Drive Unit GVWR
- Drive Unit Axles
- Drive Unit Plate Number (can be none)

If the vehicle is a Class A vehicle the following fields will also be required to be entered:

- Coupling System
- Combined GCWR (can be N/A)
- Trailer GVWR
- Trailer Axles
- Trailer Plate Number(can be none)

Select the Vehicle Class and Type with the drop down boxes. You will then need to indicate the type of braking system on the vehicle. The Coupling System field will only show for Class A vehicles. The coupling system will be either fifth wheel or non-fifth wheel based on the vehicle type selected and will be populated based on your vehicle type selection. Indicate the type of transmission on the vehicle using the drop down box. The Combined GCWR field will only show for Class A vehicles. If you cannot locate the GCWR on the vehicle you will need to enter N/A in this field. The drive unit GVWR should be a value greater than or equal to 26001. Select the number of Drive Unit Axles with the drop down box. Enter the drive unit license plate number in the Drive Unit Plate Number field. If the vehicle does not have a license plate, enter none.

For Class A vehicles only, you will also need to enter the Trailer GVWR, Trailer Axles and Trailer Plate number. The trailer GVWR should be greater than or equal to 10001. Select the number of trailer axles using the drop down box. Enter the trailer license plate number in the Trailer Plate number field. If the trailer is not plated enter none in this field.

Test Results
Test results required to be entered will depend on the tests indicated to be given in the appointment. Your score sheets should reflect the tests indicated in the appointment to be given. If your score sheet does not have a section for results for a test given you will not be able to enter results for that test.

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Test Results

Vehicle Inspection Score

☐ Not Given

Basic Controls Test Score

☐ Not Given

Road Test Score

☐ Not Given

The new system will require only a numeric score for each section administered to be entered. You will no longer indicate if a score is a pass or fail. You still have the option to mark a section as not given when entering results. Scoring for all sections of the test has changed and will be explained further in your hands-on training for administering tests.

On the new system, **Passing Scores** are:

Combination Vehicles & Straight Trucks

	Pre-Trip Form	VEHICLE			
		Class A		**CLASS B**	
		Airbrakes	No Airbrakes	Airbrakes	No Airbrakes
PRE-TRIP (Total is number of <u>correct</u> answers)	FORM A	35	33	27	24
	FORM B				
	FORM C			No Form C	
	FORM FULL	67	61	43	39
Basic Skills Exercises (Total is number of <u>errors</u>)	12 points or less (all vehicles)				
ROAD TEST (Total is number of <u>errors</u>)	30 points or less (all vehicles)				

Coach/Transit & School Bus

	Pre-Trip Form	VEHICLE			
		Coach/Transit		**School Bus**	
		Airbrakes	No Airbrakes	Airbrakes	No Airbrakes
PRE-TRIP (Total is number of <u>correct</u> answers)	FORM A	30	27	33	31
	FORM B				
	FORM FULL	46	42	49	45
Basic Skills Exercises (Total is number of <u>errors</u>)	12 points or less (all vehicles)				
ROAD TEST (Total is number of <u>errors</u>)	30 points or less (all vehicles)				

Federal regulations require us to receive numeric scores instead of pass/fail results. Because we no longer indicate if a score is passing or failing it is very important to carefully review your scores before submitting them. The system does not cross check if a score entered is a pass or fail. The system will simply accept what you enter and send the results to the DMV. Please take the time to make sure your scores are calculated correctly and entered correctly on the system.

At the bottom of the Enter Test Results screen is an area for comments. As on the current system this is not a required field. You may enter any notes you wish to include about the test, conditions, unexpected events, etc. This field is not required or edited.

Click Submit Test Results when you are ready to send the results to the DMV. A confirmation box will show informing you that continuing will submit the test results to the DMV. You will need to click OK if you wish to continue, or cancel to return to the page.
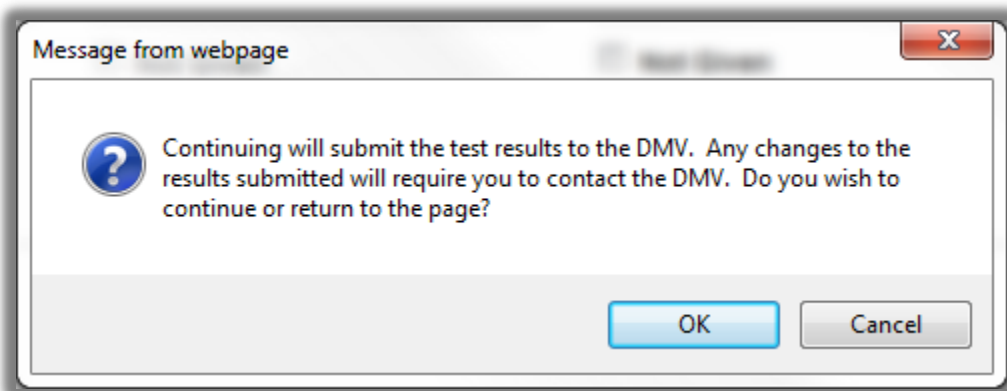
At this point if any fields have been missed or any entries don't meet criteria a red message box will appear at the top of the screen displaying the errors. The fields that require changes will be highlighted in red below. Fix any errors and the click Submit Test Results again. The confirmation box will appear again and you will need to click OK to submit the results to the DMV. You will receive a message that the results will submitted in green at the top of the Appointment Search screen once the results are submitted successfully.

If the vehicle information entered in the results screen does not match the vehicle information for the appointment you will need to go back to the Appointment Search screen and edit the appointment vehicle information. If the Edit action is no longer available in the Actions column you will have to contact to the DMV so that the appointment can be edited. Results will not be able to be submitted until the appointment vehicle information and the results vehicle information correspond.

JIM J ONE

Contact Information
Cell: (402) 555-1234

Once the results are submitted to the DMV the applicant will be able to obtain their CDL at any DMV office. The submitted results will take the place of the paper waiver. The applicant's record will be updated immediately to reflect the results you entered. **The applicant will not be able to obtain their CDL until you have entered and submitted their results on the system.**

View Test Results

View Test Results will appear in the action column for any appointment on the new system that has results on file. No changes to results can be made from View Test Results. Clicking on View Test Results will display the appointment information, vehicle information and test results for the record.

To find past appointments with results entered you will need to search for the appointment in the Appointment Search screen. You may search for a past appointment in the Applicant Search area by name and date or by appointment date alone. Appointments that meet the search criteria and have results entered will appear with the View Test Results button displayed in the action column.

First Name	Last Name	Appointment Type	Appointment Date/Time	Examiner	Actions
ALLEN	TWO	VI BC	03/12/2014 11:00 AM CDT	Mike Tester	👁 View Test Results
JANET	THREE	VI BC RT	03/12/2014 2:30 PM CDT	Mike Tester	👁 View ✏ Edit 📋 Score Sheet

Click View Test Results to review the appointment details and results. Again no changes can be made from this program. If changes are necessary you will have to contact the DMV.

The top of the screen shows the applicant name and all the testing, vehicle and appointment information included in the completed appointment.

The bottom of the screen contains the testing results. The Testing Results box includes the vehicle information entered when the results were posted, along with the results entered. Next to the result entered is an indicator marking if that was a passing or failing result. Clicking Back to Search will return you to the Appointment Search screen.

Appointments marked as Canceled or No Show will remain on the system. These appointments will come up in applicant searches and will only have a View button available in the Action column.

First Name	Last Name	Appointment Type	Appointment Date/Time	Examiner	Actions
JIM	ONE	VI BC RT	03/11/2014 3:00 PM CDT	Mike Tester	👁 View
ALLEN	TWO	VI BC	03/12/2014 11:00 AM CDT	Mike Tester	👁 View Test Results

Appointments that were marked as Canceled or No Show will have a status of Canceled or No Show listed under Test Information in the View screen.

KAREN FOUR

Contact Information
Cell: (555) 888-9999

Testing Information
Status: Canceled
Testing Scheduled
☑ Vehicle Inspection
☐ Basic Control Skills Test
☐ Road Test

Final Words

As always the DMV is more than willing to help and assist you as you learn this new system. Please do not hesitate to call with any questions and concerns you may have as you learn and use the CDL Skill Testing and Appointments system.

DMV Contacts		
Policy and Procedures	Matt Coatney	CDL Program Manager
	Office	402-471-1472
	Cell	402-499-4634
	email	matt.coatney@nebraska.gov
System Questions	Judy Krivohlavek	Staff Assistant
	Office	402-471-3911
	email	judy.krivohlavek@nebraska.gov
	Natasha Bradfield	Business Systems Analyst
	Office	402-471-3913
	email	natasha.bradfield@nebraska.gov
DMV Appointment Scheduler	Office	402-471-7983

New Link: https://www.nebraska.gov/apps-dmv-cdl-testing

Judy Krivohlavek will still handle all of your applications and contracts as well as send you any correspondence in relation to your status as a Third Party Tester or Third Party Examiner.

Appendix A – Passing Scores

Combination Vehicles & Straight Trucks

PRE-TRIP (Total is number of <u>correct</u> answers)	Pre-Trip Form	VEHICLE			
		Class A		CLASS B	
		Airbrakes	No Airbrakes	Airbrakes	No Airbrakes
	FORM A	35	33	27	24
	FORM B				
	FORM C			No Form C	
	FORM FULL	67	61	43	39

Basic Skills Exercises (Total is number of <u>errors</u>)	12 points or less (all vehicles)

ROAD TEST (Total is number of <u>errors</u>)	30 points or less (all vehicles)

Coach/Transit & School Bus

PRE-TRIP (Total is number of <u>correct</u> answers)	Pre-Trip Form	VEHICLE			
		Coach/Transit		School Bus	
		Airbrakes	No Airbrakes	Airbrakes	No Airbrakes
	FORM A	30	27	33	31
	FORM B				
	FORM FULL	46	42	49	45

Basic Skills Exercises (Total is number of <u>errors</u>)	12 points or less (all vehicles)

ROAD TEST (Total is number of <u>errors</u>)	30 points or less (all vehicles)

Appendix B- Sample Score Sheets

DLN: _____

PLEASE RETURN THIS FORM TO EXAMINER FOR NEXT TEST
NEBRASKA DEPARTMENT OF MOTOR VEHICLES
COMMERCIAL SKILLS TEST SCORE SHEET / REFUSAL

Name: _____   DOB: _____

Tractor/Truck GCWR _____
Tractor/Truck GVWR _____   Drive Unit Axles 1 2 3
Trailer GVWR _____   Trailer Axles 1 2
Tractor/Truck Plate # _____
Trailer Plate # _____   Examiner Name & Badge # _____
Coupling System: Fifth-Wheel Y/N
Transmission Manual/Automatic

Type of vehicle -(circle one)
TT   ST   ST-T
SB   CB   TB
Air Brakes: Y   N

CLASS B/C P ENDORSEMENT FORM A

VEHICLE INSPECTION TEST

Engine Start (all vehicles)

safety belt ☐	oil pressure gauge ☐	horn(s) ☐	parking brake ☐
emergency equipment (F-E-T) ☐	ammeter or voltmeter gauge ☐	heater & defroster ☐	service brake / ABS ☐
safe start ☐	* air gauge ☐	windshield & mirrors ☐	* air brake check (1-2-3) or ☐
temperature gauge ☐	lighting indicators (L-R-4-H) ☐	wipers & washers ☐	hydraulic brake check ☐

Form A		**All Passenger Vehicles**
Front of Vehicle		**Passenger items**
lights & reflectors (L-R-4-HL-HB-C) ☐		passenger entry & lift ☐
Engine Compartment		emergency exits ☐
oil level ☐		seating ☐
coolant level ☐		
power steering fluid/belt/gear ☐		**Baggage Compartment**
water pump belt/gear ☐		doors secure (baggage) ☐
alternator belt/gear ☐		
*air compressor belt/gear ☐		
leaks & hoses ☐		
Steering		
steering box & hoses ☐		
steering linkage ☐		
Front Axle		
Front Wheel		
tires (I-C-D) ☐		
rims ☐		
lug nuts ☐		
hub oil seal ☐		
Front Suspension		
springs & shocks ☐		TOTAL VEHICLE INSPECTION SCORE
spring mounts ☐		
u-bolts ☐		
Front Brake		
brake hoses or lines ☐		*If vehicle is not equipped with air brakes,
*brake chamber ☐		put a line through these components.
*slack adjustor & push-rod ☐		
drum & linings or rotor & pad ☐		REFER TO APPENDIX A FOR PASSING SCORES

BASIC CONTROL SKILLS TEST

								Total									Total	BCS SCORE
Pull-ups	0	1	2	3	4	5	6		Pull-ups	0	0	1	2	3	4	5		
Encroachments	2	4	6	8	10	12	14		Encroachments	2	4	6	8	10	12	14		(total # of errors for all exercises)
Looks	0								Looks	0	0							
Final Position	0	10							Final Position	0	10							
Pull-ups	0	0	1	2	3	4	5		Pull-ups	0	0	1	2	3	4	5		Passing score:
Encroachments	2	4	6	8	10	12	14		Encroachments	2	4	6	8	10	12	14		12 points or less for all vehicles
Looks	0	0							Looks	0	0							
Final Position	0	10							Final Position	0	10							TSIY2 03/14

Name: **TIM NINE**   DLN:

CDL SKILL TEST SCORE SHEET - ROAD TEST

TURNS

LEFT						RIGHT			
1	2	3	4	**Approach**	1	2	3	4	
□	□	□	□	traffic check	□	□	□	□	
□	□	□	□	signal-on	□	□	□	□	
□	□	□	□	decelerate, coast	□	□	□	□	
□	□	□	□	correct lane	□	□	□	□	
				If Stop					
□	□	□	□	necessary	□	□	□	□	
□	□	□	□	smooth	□	□	□	□	
□	□	□	□	stop line, gap	□	□	□	□	
□	□	□	□	full stop	□	□	□	□	
□	□	□	□	wheels straight	□	□	□	□	
□	□	□	□	roll back	□	□	□	□	
				Turning					
□	□	□	□	traffic check	□	□	□	□	
□	□	□	□	both hands, gears	□	□	□	□	
□	□	□	□	speed, yield	□	□	□	□	
□	□	□	□	wide/short	□	□	□	□	
				Complete Turn					
□	□	□	□	traffic check	□	□	□	□	
□	□	□	□	correct lane	□	□	□	□	
□	□	□	□	accelerate	□	□	□	□	
□	□	□	□	finish right lane	□	□	□	□	
□	□	□	□	cancel signal	□	□	□	□	
__	__	__	__	**NO ERRORS**	__	__	__	__	

INTERSECTIONS

Approach	S	S	T	T
traffic check	□	□	□	□
decelerate	□	□	□	□
coast	□	□	□	□
correct lane	□	□	□	□
Stopping				
necessary	□	□		
smooth	□	□		
gap, stop line	□	□		
full stop	□	□		
roll back	□	□		
Drive Through				
traffic check	□	□	□	□
both hands	□	□	□	□
gears	□	□	□	□
yield	□	□	□	□
lane	□	□	□	□
outage	□	□	□	□
Completion				
traffic check	□	□	□	□
correct lane	□	□	□	□
accelerate	□	□	□	□
NO ERRORS	__	__	__	__

EXPRESSWAY/LIMITED ACCESS HGWY

Merge / Turn On	
traffic check	□
signal	□
spacing, merge/turn, no stop	□
accelerate	□
cancel signal	□
Expressway/Hgwy Driving	
traffic checks	□
lane	□
speed	□
following distance	□
Exit / Turn Off	
traffic check	□
signal	□
spacing, merge / turnoff	□
decelerate in exit lane	□
ramp speed / turn speed	□
cancel signal	□
NO ERRORS	__

URBAN BUSINESS

regular traffic checks	□
checks cross traffic	□
select proper lane	□
keeps vehicle in lane	□
speed, flow-of-traffic	□
following distance	□
NO ERRORS	__

LANE CHANGES	L	R	L	R
traffic checks	□	□	□	□
signal	□	□	□	□
spacing	□	□	□	□
smooth change	□	□	□	□
cancel signal	□	□	□	□
NO ERRORS	__	__	__	__

CURVE	L	R
speed: enter	□	□
speed: through	□	□
stay in lane	□	□
regular traffic checks	□	□
NO ERRORS	__	__

ROAD SIDE STOP/START

Approach	
traffic check	□
signal on	□
correct lane	□
deceleration	□
coast	□
Stop	
parallel, curb	□
not blocking traffic, hydrant	□
not rolling	□
signal off / 4-ways on	□
set parking brake	□
Resume	
traffic check	□
4-ways off/signal on	□
release parking brake	□
not stall engine	□
roll back	□
traffic check	□
accelerate	□
NO ERRORS	__

RAILROAD CROSSING

		HAZ
	Std	/Pass
Approach		
traffic/train check	□	□
4 - ways		□
decel, coast	□	□
right lane	□	□
Stopping		
stop 15-50 feet		□
full stop/door		□
traffic/train check		□
Crossing		
gears	□	□
traffic/train check	□	□
outage	□	□
Completion		
cancel 4-ways		□
traffic check	□	□
correct lane	□	□
accelerates	□	□
NO ERRORS	__	__

TRUCK/BUS SIGN	1	2
weight/clearance/sign	□	□
NO ERRORS	__	__

STUDENT DISCHARGE

Approach	
traffic check	□
warning lights/signal on	□
traffic recheck	□
Stop	
neutral/park, set brake	□
stop arm, red warning lights	□
Discharge	
communicate to students	□
traffic check	□
open door	□
student check	□
Student Crossing	
traffic check	□
student communication	□
student check	□
Resume	
check all mirrors	□
stop arm off	□
warning lights off	□
traffic check	□
acceleration	□
NO ERRORS	__

GENERAL DRIVING

	1	2	3	4	5
used clutch improperly (shifting, double clutch, didn't ride)	□	□	□	□	□
used gears improperly (rev/lug engine, clash gears, or coast)	□	□	□	□	□
used brakes improperly (smooth braking, no riding or pumping)	□	□	□	□	□
improper steering (both hands)	□	□	□	□	□
improper lane usage (correct, over lanes, stop lines, gap, etc)	□	□	□	□	□
failed to use regular traffic checks	□	□	□	□	□
improper use of turn signals	□	□	□	□	□

AUTOMATIC FAILURES

did not use safety belt	□
moving violation or disobeyed signs, signals	□
did not yield to pedestrians, other road users, etc	□
avoidable accident or incident, dangerous act	□
put vehicle over sidewalk or curb	□
other (please explain) _____	□

Passing score for all vehicles: 30 points or less   **TOTAL ROAD TEST SCORE (total # of errors):** [ ]

TSIC8 10/13

STATE OF NEBRASKA
DEPARTMENT OF MOTOR VEHICLES
CDL THIRD PARTY NOTIFICATION OF DRIVING SKILLS EXAMINATION

Name of Driver: **TIM NINE**

DRIVER INFORMATION – PLEASE READ CAREFULLY

1. Please review all application requirements in the Nebraska Driver's Manual and Nebraska Commercial Driver's License Manual prior to visiting a driver license office.

2. You will be administered the Commercial Driver's License (CDL) skills tests by a certified Nebraska third party examiner. Upon successful completion of your tests, the third party examiner will electronically transmit the results to the Department of Motor Vehicles (DMV).

3. Please be aware that all written CDL tests must be passed and the DMV must have received the results of your skills tests from the third party examiner before you can be issued a CDL.

4. The driver's license examiner has the authority to ask you to retake the skills tests upon receipt of these test results as part of the audit process.

4. The Nebraska DMV may also require you to retake the CDL skills tests at a later date. The date, time and place of retesting would be determined by the DMV. Failure to appear for retesting will result in the cancellation of your CDL.

My signature below confirms that I have read and understand the driver information listed above.

_____   _____

Driver's Signature   **Date**